



COURT SERVICES & OFFENDER SUPERVISION AGENCY

NOTICE OF VACANCY

ANNOUNCEMENT NO.: CSS 04-035 (EH)

JOB TITLE: Electronic Monitor Technician, GS-102-8

AREA OF CONSIDERATION: All Sources

OPENING DATE: 05/28/04

CLOSING DATE: 06/11/04 (Must be received by 5:00 pm)

PROMOTION POTENTIAL: None

STARTING SALARY: GS-08, \$40,382 pa;

Electronic Monitor Technician, GS-102-8, (1 position), Court Services & Offender Supervision Agency (CSOSA), Immediate Office of the Associate Director, Washington, DC.

MAXIMUM ENTRY AGE: Since this position is covered under Law Enforcement Officer retirement provisions, first-time law enforcement appointees must not have reached their 37th birthday at the time of appointment. Applicants 37 or older who have previous law enforcement officer experience under the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS) may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum entry age requirement. **APPLICANTS MUST PROVIDE DATE OF BIRTH.**

DUTIES: The incumbent receives referrals from Community Supervision Officers (CSO) to install electronic monitoring devices to monitor offenders and logs referrals into logbook. Maintains, updates and keeps current the electronic monitoring referrals on a daily basis. Schedules offender for installation according to established protocols. Identifies cases that need to be expedited for placement and makes arrangements as appropriate. Notifies referring CSO when the offender has been scheduled for an installation and when placement has been processed. Visits the offender's home and surveys the premises to ensure proper wiring, etc. for installation of electronic equipment. Makes arrangements for technical adjustments as needed to ensure that the electronic device is properly activated and performs tests and adjustments as needed. Monitors compliance and reports irregularities to CSO. Removes electronic monitoring equipment and returns to inventory. Retrieves electronic monitoring devices from local detention center, and performs general maintenance on the equipment as required. Maintains inventory of electronic equipment, and orders new equipment as needed. Remains up-to-date on the latest trends and technology in electronic monitoring. Researches alternatives and provides recommendations to supervisor.

QUALIFICATIONS: Applicants must have 1 year of specialized experience equivalent to the next lower grade. **Specialized experience** is experience installing and removing electronic monitor devices that are used to monitor offenders, and experience performing general maintenance on the equipment.

Federal employees must meet time-in-grade requirements within 30 calendar days of the closing date of this announcement.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and training, job-related awards and supervisory appraisal of performance. If you meet the basic qualification requirements, your application/resume will be evaluated against the knowledge, skills, and abilities (KSAs) required for this position. This evaluation determines which candidates will be referred to the selecting official for final consideration.

TO RECEIVE FULL CONSIDERATION, APPLICANTS MUST ADDRESS EACH OF THE KNOWLEDGE, SKILLS, AND ABILITIES DESCRIBED BELOW.

1. Skill in using the basic principles and concepts of probation and parole, and their relationship to electronic monitoring.
2. Ability to effectively install electronic monitoring devices in accordance with established procedures.
3. Skill in using the latest trends and technology associated with electronic monitoring.
4. Ability to communicate orally.

On a separate sheet of paper, you must specifically address your experience and/or education related to the KSAs described above, giving specific examples. List each of the KSAs separately and explain how your experience, education, training, self-development activities, appraisals, awards, etc., relate to each KSA. Narratives that address all KSAs together are not acceptable. Your qualification rating will be based on the evaluation of your experience/education as it relates to the qualification requirements and competencies listed above. You should also provide detailed evidence of the KSAs in your application in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

HOW TO APPLY: Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), Standard Form 171, or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/b.htm>, or by requesting the forms through OPM's self-service phone system at (478)757-3000 or TDD (478)744-2299.

Status applicants who wish to be considered under both merit promotion and competitive procedures must submit two applications. If only one application is received, it will only be considered under merit promotion procedures.

Status applicants must submit a copy of their latest SF-50 and a copy of their performance appraisal dated within the last 12 months.

CTAP and ICTAP: If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well-qualified for the position. To be well-qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

Veterans: If you are claiming 5 point veteran preference, a DD-214 is required. If claiming 10 point veteran preference, a DD-214, SF-15 and a letter dated within the last 12 months from the VA is required.

Applicants must fax, email or mail the required documents by the closing date.

Mailing Address and Contact: All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Etheleen Harris on (202) 220-5606 or **TTY (202) 220-5474**. Applications must be *received* by 5:00p.m. on the closing date.

Email Address: Applicants may submit applications via email to: CSOSAjobs@CSOSA.gov.

Fax Number: Applicants may submit documents via facsimile to: (202) 220-5615.

OTHER INFORMATION:

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

U.S. Citizenship: Applicants must be U.S. citizens or nationals.

Selective Service Registration: As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Initial appointment may require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug

testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism .

CSOSA is an Equal Opportunity Employer.